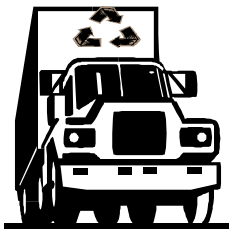


# ENVIRONMENTALLY PREFERABLE PRODUCTS - FACT SHEET #59

## SHREDDING AND RECORDS DISPOSAL SERVICES

Office of Administration, Division of Purchasing and Materials Management  
Missouri State Recycling Program



**CONTRACT #C302010001-3**  
**Shredding and Records Disposal Services**  
**Expiration Date: 08-19-03**  
**Buyer: Brenda Tyree PH: (573)751-4887**  
**E-Mail: tyreeb@mail.oa.state.mo.us**  
*This contract can be downloaded from OA/DPMM's Internet home page ([www.oa.state.mo.us/purch/purch.htm](http://www.oa.state.mo.us/purch/purch.htm)).*

### SHREDDING AND RECORDS DISPOSAL SERVICES CONTRACTORS

#### **C302010001**

Available to  
Cooperative  
Procurement  
Members

**Shred-it (St. Louis Office)**  
 11733 Dunlap Industrial Drive  
 St. Louis, MO 63043  
 PH: (314)995-9099  
 Fax: (314)995-9901  
 E-Mail: [StLouisGM@shredit.com](mailto:StLouisGM@shredit.com)  
 Vendor No. 4318302640 2

Available to  
Cooperative  
Procurement  
Members

**Shred-it (Kansas City Office)**  
 8837 Lenexa Drive  
 Overland Park, KS 66214  
 PH: (913)307-9400  
 Fax: (913)307-9401  
 E-Mail: [Kansascity@shredit.com](mailto:Kansascity@shredit.com)  
 Vendor No. 4811976420 0

#### **C302010002**

Available to  
Cooperative  
Procurement  
Members

**On Site Mobile Document  
Destruction of Missouri**  
 P.O. Box 238  
 Camdenton, MO 65020-0238  
 PH: (573)873-5915  
 E-Mail: [onsite@usmo.com](mailto:onsite@usmo.com)  
 Vendor No. 4318895140 1

#### **C302010003**

Available to  
Cooperative  
Procurement  
Members

**St. Louis Data Destruction**  
 2497 Adie Road  
 Maryland Heights, MO 63043  
 PH: (314)997-1131  
 Fax: (314)997-1143  
 E-Mail: [mail@stlouisdatadestruction.com](mailto:mail@stlouisdatadestruction.com)

### SERVICE BENEFITS

- Increase Office Productivity! No employee wages to pay.
- Increased security! No loss of confidentiality. Locked container. Shred on site.
- No shredder to purchase or maintain. No mess, dirt, dust or cleanup. No noise to disrupt office. No bags to purchase.
- All shredded material is recycled! You save 17 trees for every 1 ton of paper recycled.

### MIXED OFFICE PAPER

**The contractor shall shred and dispose of mixed office paper, which shall include, but not necessarily be limited to, any or all of the following:**

White and Colored Paper and cardstock (all grades and colors), including, but not limited to:	<ul style="list-style-type: none"> <li>• Copier paper</li> <li>• Computer paper</li> <li>• Fax paper</li> <li>• Ledger paper</li> <li>• Card Stock</li> <li>• NCR forms (carbonless)</li> <li>• Road maps</li> </ul>
All envelopes with or without adhesive labels and stamps, and with or without plastic windows, including, but not limited to:	<ul style="list-style-type: none"> <li>• Regular 10#</li> <li>• Window</li> <li>• Kraft (brown)</li> <li>• White</li> </ul>
Adding Machine Tape	
Post-it notes	
File Folders (Manilla)	
Copier paper (Ream) Wrappers	
Confidential materials	Boxed and marked as confidential
Newspaper Paper and Publications, including, but not limited to:	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• City Telephone Books</li> <li>• State Telephone Books</li> <li>• MO. State Statute Books and Revisions</li> </ul>
Books or Bound materials, regardless of quality of paper or type of binding	
Glossy and Coated Paper, including, but not limited to:	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• Blueprints</li> <li>• Magazines</li> <li>• Catalogs</li> <li>• Junk Mail</li> <li>• Sales Literature</li> <li>• Brochures</li> <li>• Calendars</li> <li>• Publications</li> </ul>
Non-paper items, including, but not limited to:	<ul style="list-style-type: none"> <li>• Microfilm</li> <li>• Microfiche</li> <li>• X-Rays</li> <li>• Paper clips</li> <li>• Staples</li> <li>• Spiral and GBC (Plastic Comb) Bindings</li> <li>• Paper clips</li> <li>• Rubber bands</li> </ul>

